

Chief, Supply Division, O/L

17 March 1961

Chief, Records Management Staff,  
Management Staff

Forms Issuances

1. The Forms Branch of my Staff has been receiving numerous complaints from various components on the poor results obtained from several reproducible systems forms. Investigation of these complaints resulted in the same findings; the shelf-life of the forms had expired. In one case the forms were manufactured in 1957 and had a two year shelf-life which expired three years ago. Having been ordered five times since 1957, there does not seem to be any excuse for this old stock being in the system.

2. Another complaint involved poor results obtained from mimeograph stencils. In checking out this complaint the users had stencils dated 1955; their shelf life is 18 months. The use of these old stencils resulted in the user having to re-type 144 good stencils because the old ones did not produce readable copy. A similar complaint had been received approximately 2 years ago, at which time we requested that all old stencils be purged from the system and was assured that it was done. The user states that these stencils had been issued to him within the past year.

3. Our only observation is that the old forms and stencils are not moved to the front of the shelves when new stocks are received. Consequently, we are unnecessarily having to make retypes, expend numerous man-hours investigating complaints, and authorizing the destruction of many old forms where the shelf-life has expired. With the excellent stock replenishment program that the Supply Division has installed, we do not feel that the condition is caused by over-stocking.

4. This condition is costing the Agency thousands of dollars a year, and I would appreciate your checking into this matter to see if it can be corrected.

Mgt/S/RMS/FM

(17 March 1961)

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